

Purchasing Card Update

from Payment Services

December 5, 2018

CITIBANK EXPENSE REPORT

Transactions from 11/3/18 through 12/3/18

Wednesday, December 5th

The December Expense Report is available to print **Today, December 5th**.

Friday, December 14th

FOAP reallocations and descriptions to be updated in Citi must be processed by **noon on December 14th**.

Friday, December 28th

The expense report with all supporting documentation is due for review by **December 28th**.

*Please review the Checklist to ensure all required documentation is sent.

[Click Here for Checklist](#)

Mail to: PCard Reviews

Payment Services LBK STOP 6283

*****NOTICE*****

Citi has recently changed the Cycle default setting when running the expense report!!

- Reports > Run > **CONTINUE STEPS 1—5 AS USUAL**
- **STEP 6—FREQUENCY > SELECT REPORTING CYCLE > SELECT THE CORRECT CYCLE FROM THE DROP DOWN LIST**

Reporting Cycle

December 2018 (11/03/2018 - 12/03/2018) ▼

We welcome your feedback!

Please email your questions or suggestions to: pcard@ttuhsc.edu